



Administrative Intern—Non-career

Administration Bureau

City of Long Beach Police Department

THE POSITION

There are currently four openings for temporary non-career Administrative Interns in the Administration Bureau. Successful applicants will provide direct clerical and administrative support to the Records Division.

EXAMPLE OF DUTIES

- Screen telephone calls, provide customer service, and respond to inquiries
- Provide customer service and inquiry assistance
- Complete data entry into a variety of police systems
- Operate electronic media storage systems, including Laserfiche
- Process document workflow and production imaging
- Sort and prioritize incoming documents
- Perform other related duties and work on special projects as required

QUALIFICATIONS

- Excellent writing, verbal, and interpersonal communication skills
- Knowledge of Microsoft Office Suite computer programs (Word, Excel) and the Intranet/Internet is highly desirable
- Ability to prioritize multiple tasks and ensure timely completion
- Good attendance, professional appearance and demeanor
- Ability to successfully pass a thorough background investigation
- Ability to work independently with minimal direction
- Willingness to perform a variety of tasks and assignments as required



SALARY RANGE

\$14.454 per hour

SUBMISSION PROCEDURE

Interested candidates are invited to submit a letter of interest and a resume with detailed work experience to:

Patricia Flinn

**Acting Administrative Analyst
Long Beach Police Department
400 W. Broadway, 2nd Floor—
Long Beach, CA 90802**

Or via e-mail to:

patricia.flinn@longbeach.gov

Completed applications must be received by **5:00 PM, Friday, December 4, 2015**. Those applicants determined to be the most qualified will be invited to participate further in the selection process. Applicants selected for the position will be required to successfully complete an extensive background investigation process.



THE DEPARTMENT

The Long Beach Police Department employs 806 sworn officers and a civilian staff of 360. The detectives and civilian staff working in the many specialized details within the Investigations Bureau are dedicated to investigating crimes, analyzing evidence, apprehending suspects, preventing abuse and promoting positive relations between officers and youth.

This information is available in an alternative format by request to the Police Department at (562) 570-7120. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4686. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

